

**JOB ANNOUNCEMENT**  
**Virginia Department of Labor and Industry**

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|--------------------------|---|----------------------|-----------------|
| <b>Job Title:</b>        | <b>Safety Consultant Apprentice<br/>(Compliance and Safety Officer II)</b>      | <b>Position No.:</b> | <b>00069</b>    |
| <b>Recruitment Type:</b> | <b>Open to the General Public</b>   | <b>Location:</b>     | <b>Richmond</b> |
| <b>Hiring Salary:</b>    | <b>Pay Band 3 – Starting Salary up to \$32,000 annually with state benefits</b> |                      |                 |
| <b>Closing Date:</b>     | <b>OPEN UNTIL FILLED</b>  |                      |                 |

**Description of Essential Job Duties:**

The Department of Labor and Industry's Richmond Regional Office is seeking a highly motivated professional to work as an apprentice Consultant by learning to conduct on-site safety reviews of construction/manufacturing/industrial sites to determine compliance with State Occupational Safety statutes and codes and guidelines. Under the guidance of Senior Safety Consultants, performs inspections by walking through sites, using test equipment, observing operations and interviewing staff. Identifies and evaluates hazards or code violations. Prepares case file documentation, researches and analyzes regulations and complex policy standards, and presents findings to employers for improving their safety procedures and policies. Presents formal instructional training workshops on VOSH Standards and related best practices to audiences of various educational backgrounds.

**Qualifications:**

Knowledge of occupational safety and health programs is beneficial. Experience interpreting, explaining and applying laws, regulations or complex policies is helpful. Requires a verifiable ability to learn and continuously improve knowledge of occupational safety and health principles, practices, and applicable safety statutes, regulations and codes by participating in related instruction classes and on-the-job training to improve technical and programmatic knowledge of Agency operations. At appointed phases in the program, must demonstrate the ability to conduct non-complex inspections, identify and analyze unsafe practices and workplace conditions, and make initial recommendations for case file preparation. Prefer knowledge and demonstrated ability to use personal computers and related software applications. Education preferences are flexible and include a BS degree in safety/health fields, related sciences and/or engineering; an Associate Degree with coursework in sciences, engineering, business, or practical job experience in safety-related fields. Effective verbal and written communication skills are a must with a proven ability to compose narrative reports and correspondence, as well as deliver instructional presentations. Bilingual language skills with ability to speak/read Spanish are highly preferred. Position requires moderate physical activity that includes but is not limited to: climbing stairs and ladders, bending, walking up and down inclines, lifting and carrying loads up to 30 pounds, etc. Candidates must possess a strong work ethic, good customer service skills, ability to work independently and a positive attitude. This position is an integral part of the agency's internal certification process and a Commonwealth of Virginia Registered Apprentice Program. This position is partially funded from Federal Grant Sources. Selected candidates must successfully complete criminal and credit history background checks.

**To Apply:** Submit a completed State of Virginia Application for Employment (State Form – 10-012) to:

VA Dept. of Labor & Industry, HR Office  
13 South 13<sup>th</sup> Street,  
Richmond, VA 23219  
Fax No. (804) 786-0139  
Email: dolihr@doli.virginia.gov

State of Virginia Employment Applications are available at <http://jobs.virginia.gov/emplApplication.html> or visit any VA Employment Commission Office. Resumes may be attached, but are not accepted in lieu of a completed application for employment. Applications must be received by DOLI's Office of Human Resources by 5:00 p.m. on the posted closing date.

**Contact:**     **Human Resource Office**                      **Phone No. (804) 371-2325**

C. Ray Davenport, Commissioner

Appointing Authority

Date

DOLI is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, age or disability in employment or provision of services.